



NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

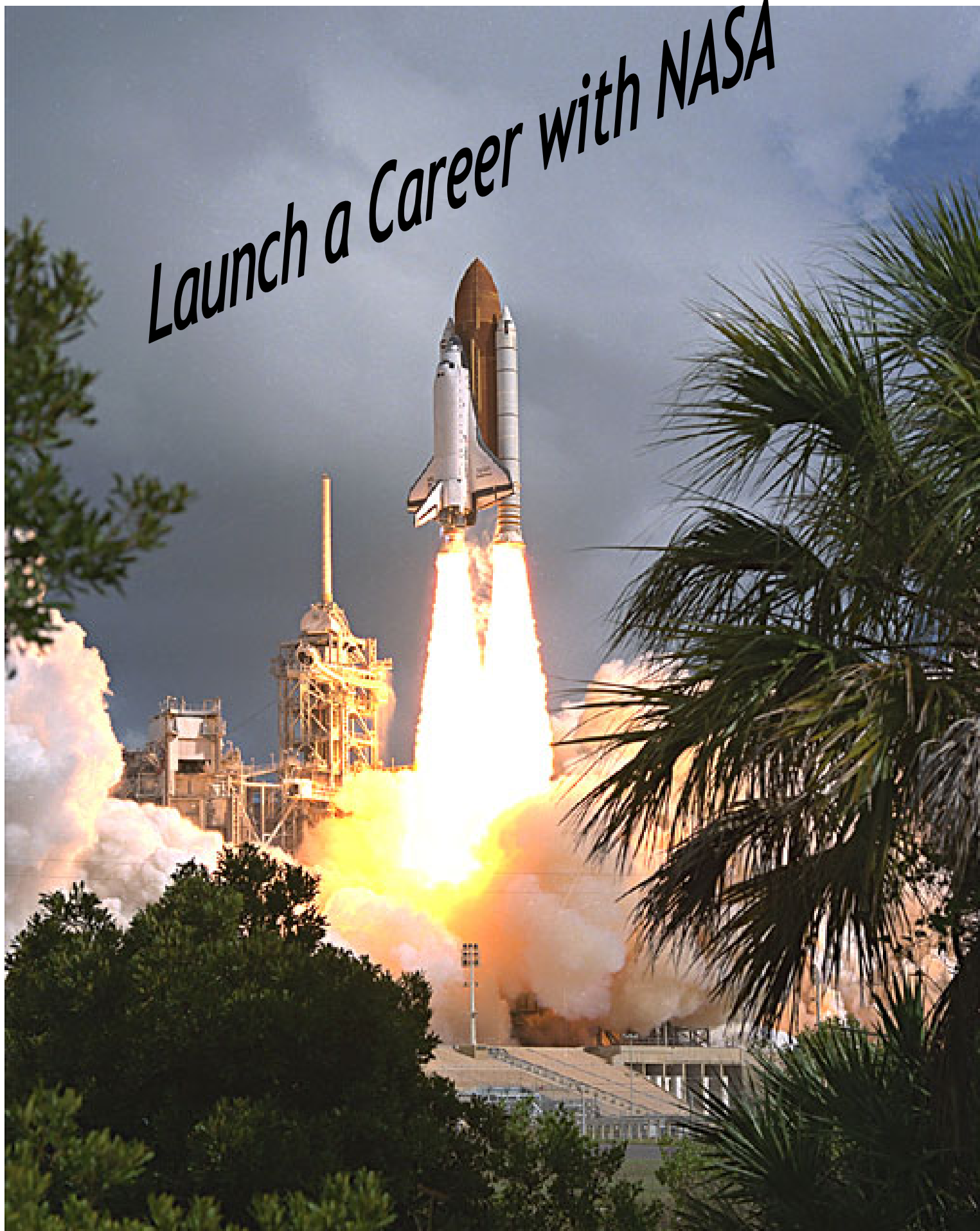
Office of Procurement



NASA

Contracting Intern Program

Launch a Career with NASA



NASA Contracting Intern Program (NCIP)

The NCIP provides an opportunity for college graduates with degrees in business related fields to launch a career with one of the most exciting agencies within the federal Government. It is a 30-month program, which consists of two rotational assignments between the NASA Centers across the country.

Interns spend 12 – 18 months at the first assignment and the remaining time at the second NASA Center. The rotation between Centers is mandatory. However, the intern's preference is strongly considered when selecting assignment locations. NASA is organized into a Headquarters located in Washington, DC and nine Centers and one contractor operated facility*. The NASA Centers are:

- Ames Research Center – near San Francisco, CA
- Dryden Flight Research Center – Edwards, CA
- Glenn Research Center – Cleveland, OH
- Goddard Space Flight Center – Greenbelt, MD
- Jet Propulsion Laboratory* – Pasadena, CA
- Johnson Space Center – Houston, TX
- Kennedy Space Center – near Cape Canaveral, FL
- Langley Research Center – Hampton, VA
- Marshall Space Flight Center – Huntsville, AL
- Stennis Space Center – near Biloxi, MS

What is Procurement? What is Contracting?

Within the federal government, the terms “procurement” and “contracting” are used interchangeably. Procurement or contracting is the process used to formalize business relationships between two parties. Federal agencies such as NASA use this process to formalize its business relationships with private industry, educational institutions and other government agencies. The primary purpose of these business relationships is to obtain or acquire goods and services necessary to accomplish an agency’s mission. Agreements between the parties result in written contracts, grants or other formal agreements that bind the parties.

Role of Procurement

Personnel in the NASA procurement organizations perform a wide variety of tasks which support the Agency’s mission. NASA procurement professionals are the business link between NASA and the commercial market place, providing the skills necessary to perform market research, plan procurement strategies, evaluate complex cost information, and negotiate agreements. Close working relationships with NASA scientists and engineers, provide interns with the opportunity to develop business skills in a dynamic and fast-paced environment, while working on meaningful programs that push the boundaries of science and technology.

Depending upon assignment location, interns may have an opportunity to support such programs as Space Shuttle, International Space Station, Hubble Space Telescope, next generation launch vehicles, etc. NCIP participants are classified as Contract Specialists. Workload responsibilities include the acquisition of supplies, services, construction or research and development. Skills utilized include formal advertising or negotiation procedures, evaluation of contract proposals, cost or price analysis, contract administration, invoice processing, etc.

NASA Fact Sheet

*NASA's Vision is to:
Improve life here; Extend life to there; Find life beyond*

In 1915, when aviation was still in its infancy, Congress created an organization that would "supervise and direct the scientific study of the problems of flight, with a view to their practical solutions." That organization, the National Advisory Committee for Aeronautics, evolved into NASA four decades later when Congress formed a civilian agency to lead "the expansion of human knowledge of phenomena in the atmosphere and space."

What does America gain from NASA?

- "A new generation of leaders and explorers ready to expand the frontier of air and space
- Pioneering technological and scientific research that enables new industries
- A Nation reaching across borders to unite people
- A deeper understanding of life, ourselves and the universe."

(Part of a presentation made by NASA Administrator Sean O'Keefe in an April 12, 2002 address at Syracuse University.)

At A Glance

- NASA employs ~18,000 civil servants and generates thousands of high-tech jobs in the private sector.
- The Fiscal Year 2002 NASA budget was \$14.9 billion.
- Approximately 87% of the NASA budget is spent on contracts, grants and other contractual agreements.

The NASA Mission is to understand and protect our home planet;

to explore the universe and search for life; to inspire the next generation of explorers as only NASA can. NASA is organized into strategic enterprises, which manage the projects that implement NASA's mission. These enterprises include:

- *Aerospace Technology* - developing technologies to pioneer safer, cleaner, quieter, and more affordable air travel; revolutionizing aircraft design, construction, and operations
- *Biological and Physical Research* - scientific research in areas such as molecular biology, nanotechnology, information technology, and genomics.
- *Earth Science* - expanding scientific knowledge of the Earth's systems and understanding the effects of natural and human-induced changes to the global environment.
- *Human Exploration and Development of Space* - using the environment of space to expand scientific knowledge, establish a human presence in space, prepare to conduct human missions to planetary bodies in the solar system, and enable the commercial development of space.
- *Space Science* – seeks to solve mysteries of the universe, explore the solar system, discover planets around other stars, search for life beyond Earth, chart the evolution of the universe and understand its galaxies, stars, planets, and life.



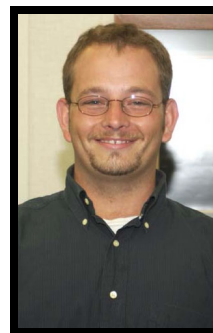
Program Overview

The NASA Headquarters Office of Procurement administers a Contracting Intern Program targeted towards recent college graduates in business related fields. Recent demographic studies revealed that NASA's procurement workforce in the next 5 to 10 years would likely have insufficient personnel to fulfill the Agency's mission. The NCIP was developed in an effort to serve as a training ground for future professionals within the NASA procurement community.

NCIP candidates are recruited from targeted colleges and universities across the nation. Currently recruitment efforts are conducted during the late Fall and Spring semesters, if necessary, at various colleges and universities. Presently, only eligible candidates from the specified institutions will be considered for the program.

The NCIP provides structured training including formal education in the area of contracting, diverse rotational assignments, and extensive on-the-job training. The program's goal is to develop a valuable resource pool of candidates for employment at one of the NASA Field Centers. Participants work under the guidance of qualified procurement personnel performing duties directly related to the field of procurement.

NCIP Manager



Eligibility Criteria

Eligible candidates must possess a college degree or anticipate December or May/June graduation from one of the targeted colleges or universities for a particular recruitment cycle. U.S. CITIZENSHIP IS A REQUIREMENT.

Salary

The beginning pay rate for interns with a bachelor's degree is at the GS-7 grade level. The exact salary varies depending on actual assignment location. The current pay scale for NASA civil service employees can be found at <http://www.nasajobs.nasa.gov/benefits/pay.htm>. The beginning pay rate for interns with a master's degree is at the GS-9 grade level. Promotions may be granted upon successful completion of 12 months at the next lower grade.

Benefits

Health Insurance – Federal employees may select from a wide variety of health plans across the country, which include fee-for-service plans, health maintenance plans, health maintenance organizations, and point-of-service plans.

Holidays – Federal employees are entitled to 10 designated paid holidays each year.

Leave – Sick and annual (vacation) leave policies are generous. Employees earn 13 days of sick year each year and accrue 13 days of annual during the first year. Additional leave is earned as tenure with the Federal Government increases, up to a maximum of 26 days per year.

Pensions – The Federal Employees Retirement System provides secure retirement, disability, and survivor benefits for employees and dependents. It includes a Thrift Savings Plan with up to 5% matching Government contribution.

Targeted Colleges and Universities

Fiscal Year 2003 Recruiting Cycle

Note: Colleges and universities targeted for recruitment may vary from year to year. It is our intent to recruit a diverse cross section of eligible candidates for participation in the NCIP.

Alabama A&M University

Arizona State University

Drexel University

Florida International University

Haskell University

Hampton University

Michigan State University

New Mexico State University

Ohio State University

Tennessee State University

Tuskegee University

University of Cincinnati

Wilberforce University



NASA Centers

NASA Headquarters, located in downtown Washington, DC provides management over the space flight centers, research centers, as well as other installations that constitute NASA.

Ames Research Center (ARC), Moffett Field, CA

ARC is situated in Mountain View, California, near San Francisco. ARC is the NASA Center of Excellence for Information Technology, and has a primary role in the research and development efforts on the Next Generation Internet (NGI) initiative. In aeronautics, ARC is the NASA lead in Aviation Operation Systems, championing research efforts in air traffic control and human factors. In space, ARC is NASA's lead center for Astrobiology.

Dryden Flight Research Center (DFRC), Edwards, CA

DFRC serves as the primary Center for flight research. As such, the Center conducts aeronautical flight research in support of global civil aviation, revolutionary technology leaps, and access to space; supports the development and operations of the Space Shuttle and future access-to-space vehicles; conducts airborne science mission and flight operations; and develops piloted and uninhabited aircraft test beds for research and science missions.

Glenn Research Center (GRC) at Lewis Field, Cleveland, OH

GRC is located adjacent to the Cleveland Hopkins International Airport. It is NASA's primary Center for Aeropropulsion. GRC is also a NASA Center of Excellence in Turbomachinery. GRC leads NASA's research in the microgravity science disciplines of fluid physics, combustion science, and some materials science.

Goddard Space Flight Center (GSFC), Greenbelt, MD

GSFC plays a major role in sounding rocket and balloon research and in the development of spacecraft, and serves as the primary NASA facility for tracking and communicating with the Space Shuttle and unmanned satellites. In addition it is involved in research in extraterrestrial physics, astronomy and solar physics, oceans, high-energy astrophysics, the atmosphere, and terrestrial physics.

Johnson Space Center (JSC), Houston, TX

JSC is NASA's primary Center for design, development, and test of spacecraft and associated systems for the human space program. Its major programs are the Space Shuttle and the International Space Station. In addition, it is responsible for operational planning, astronaut selection, crew and console operator training, flight control, and control of experiments and payloads in flight for the Space Transportation system. JSC is engaged in life sciences research, including the definition and development of in-flight biomedical experiments. JSC is also involved in consolidating NASA's space communications activities.

White Sands Test Facility (WSTF), Las Cruces, NM

WSTF, located in southwestern, New Mexico, has been a part of the NASA Johnson Space Center since its construction in 1963. Its primary mission is to provide the expertise and infrastructure to test and evaluate spacecraft materials, components, and rocket propulsion systems to enable the safe human exploration and utilization of space.

Kennedy Space Center (KSC), Kennedy Space Center, FL

KSC is responsible for the assembly, checkout, and launch of Space Shuttle vehicles and their payloads, including elements of the International Space Station; landing operations; turnaround of Shuttle orbiters between missions; Shuttle logistics; design and construction of new facilities; and the processing of NASA payloads for expendable launch vehicles.

Langley Research Center (LaRC), Hampton, VA

LaRC continues to forge new frontiers in aviation and space research as it has since 1917, when it was established as the nation's first civilian aeronautics laboratory. More than half of LaRC's research is in aeronautics. LaRC scientists also examine the layers that airplanes and spacecraft fly through in Atmospheric Sciences.

Marshall Space Flight Center (MSFC), Huntsville, AL

MSFC plays a principal role in NASA's efforts to develop space transportation and propulsion systems, in the conduct of microgravity research, and the development of space optics manufacturing technologies. MSFC is also NASA's center of excellence for space propulsion, including the Space Shuttle orbiter engine, the external tank, and the solid rocket boosters.

Stennis Space Center (SSC), Stennis Space Center, MS

SSC is NASA's lead center for rocket propulsion testing, which includes responsibility for conducting and/or managing all of NASA's rocket test programs. SSC tests all Space Shuttle Main Engines that power the orbiter during its eight and one-half minute flight to orbit. Additionally, SSC conducts a variety of research and development tests on propulsion systems to refine and enhance rocket engine performance for America's space transportation program.

NASA Management Office at the Jet Propulsion Laboratory, Pasadena, CA

The Jet Propulsion Laboratory (JPL), managed by the California Institute of Technology, is NASA's primary center for robotic exploration of the solar system. JPL telescopes are observing distant galaxies in the universe to study how our solar system was formed. JPL also manages the worldwide Deep Space Network, which communicates with spacecraft and conducts scientific investigations from its complexes in California's Mojave Desert near Goldstone; near Madrid, Spain; and near Canberra, Australia.



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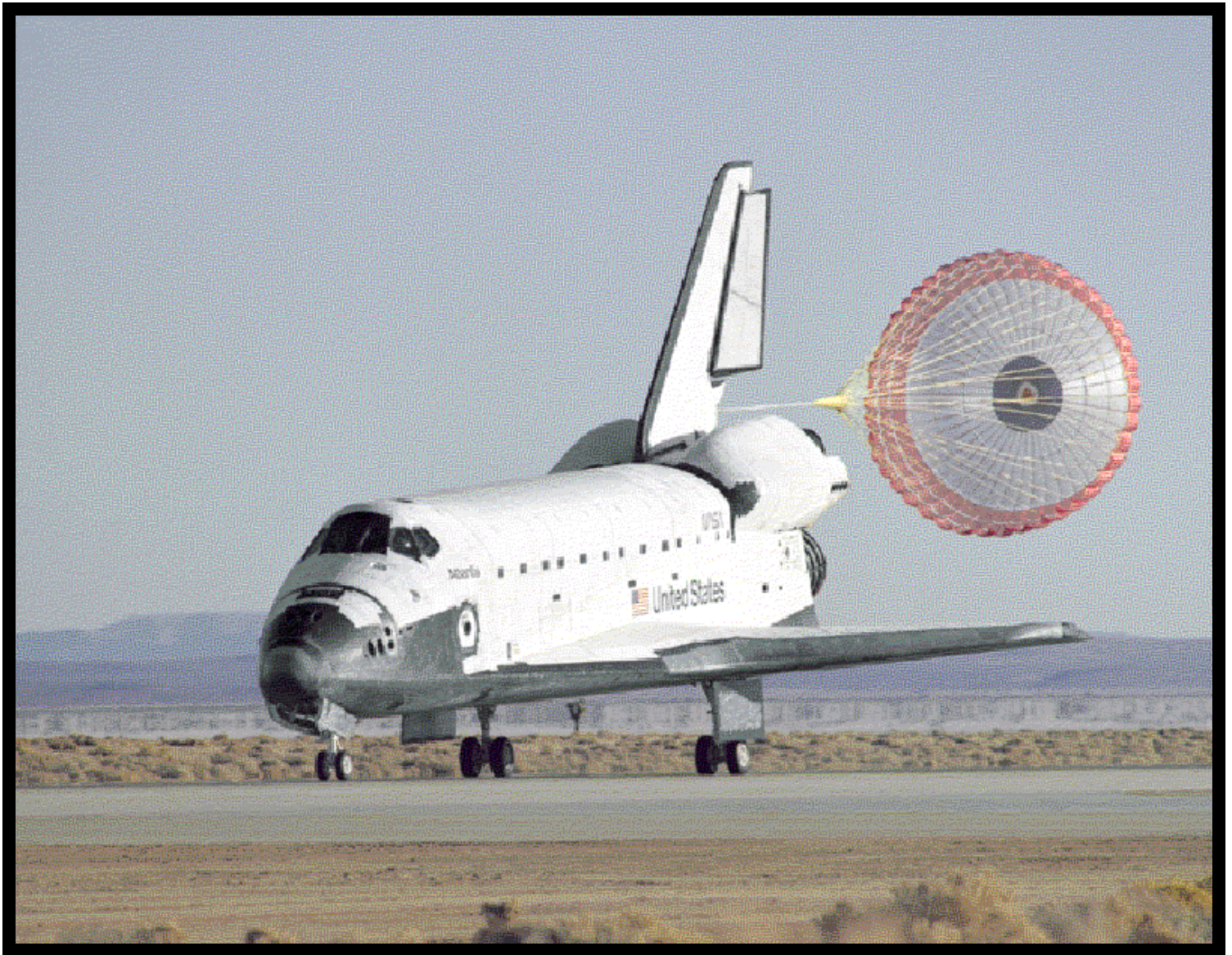
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Make a difference..... join the NASA team



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